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19 APR 1955 *file*

MEMORANDUM FOR: Comptroller

FROM : Chief, Finance Division

SUBJECT : Reports Management Program, Office of the Comptroller

1. Reference is made to Comptroller Instruction #4, dated 31 January 1955 regarding the installation of the Reports Management Program for the Office of the Comptroller. In accordance with Paragraph 6, the Finance Division is submitting an initial inventory of outgoing and incoming reports which should be reviewed by the Reports Review Panel.

2. Based on discussions with the Chairman of the Reports Review Panel, weekly activity reports, IBM tabulation listings and reports used for internal operating purposes, and reconciliations of account balances between branches of the Finance Division have been excluded from the submission.

3. The attached schedules and/or reports have been identified by the branch either as receiving or issuing the reports.

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Attachments

FD/LEB:ADB:lms

Document No.	1
No Change In Class.	<input type="checkbox"/>
<input type="checkbox"/> Declassified	
Class. Changed To:	TS S C
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